

EVENTS APPLICATION AND PERMIT PACKAGE

PLEASE TAKE TIME TO REVIEW THE EVENTS PERMIT APPLICATION AND INSTRUCTIONS BEFORE YOU BEGIN COMPLETING THE APPLICATION FORM.

The City of Salisbury is proud to have its residents and visitors host a multitude of community events in order to improve the quality of life and contribute to the economic vitality of the City. The following pages include the City of Salisbury's Event Permit Application and accompanying instructions developed to guide you through the permit process.

A Special Events Permit Application can be printed online or picked up and submitted to:

Attention: Special Events Permits
One Stop Shop
132 North Main Street
Salisbury, NC 28144

For more information please contact (704)638-5208. On behalf of the City of Salisbury we thank you for contributing to the vitality of our community and offer you best wishes for a successful event.

A special event would include a street closure, parade, 5K run, group activity, street festival or City of Salisbury Park rental.

THERE ARE NO SHORTCUTS TO THE PROCESSING OF A SPECIAL EVENTS PERMIT APPLICATION. YOU MUST HAVE YOUR APPLICATION SUBMITTED ACCORDING TO THE DEADLINE SCHEDULE FOR THE EVENT YOU ARE PLANNING OR A LATE FEE WILL BE ASSESSED. BASED ON THE TYPE OF EVENT, FAILING TO SUBMIT THE APPLICATION IN A TIMELY MANNER, EVEN IF A LATE FEE IS PAID, CAN RESULT IN YOUR APPLICATION BEING DENIED. APPLICATION FEES ARE NOT REFUNDABLE.

DEFINITIONS

City of Salisbury code provides the following definitions used in making application for a permit:

ABC License – any event governed by this procedure that involves or includes serving alcoholic beverages and requires by law or ordinance an ABC permit or license.

Demonstration, picket line, or picketing – shall refer to the non-commercial expression protected by the First Amendment to the United States Constitution, such as picketing, marches, speechmaking, vigils, walks, etc. conducted in public areas or parks. The conduct of the expression has the effect, intent, or propensity to attract a group of on-lookers. A demonstration does not include casual activity which does not have the effect, intent, or propensity to attract on-lookers.

Community Event – any organized activity designated by the Salisbury City Council as such based on a petition by the organized activity organizer or sponsor.

Fees – cost paid by the organizer or sponsor for application, use of City of Salisbury services, and other city incurred expenses to hold organized activities.

General Events – organized activities that have a stationary footprint not requiring temporary right-of-way closure often involving sound amplification, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, markets, and ceremonies.

Neighborhood Events – small-scale organized activities that close local-service residential right-of-ways. These gatherings are initiated by local residents and are intended only for the neighborhood residents and their guests and may be held on public areas.

Organized Activity – an activity or event defined herein as a General Event, Neighborhood Event, Special Event, or Parades, Races, and Walks but not meeting the definition of a Public Street Festival.

Organizer or Sponsor – shall mean the person who organizes, conducts, or intends to conduct a general, neighborhood, special, or parade, race or walk event or demonstration and is responsibly under a permit for ensuring the activity will be conducted in accordance with these regulations.

Parks – publically maintained recreation or park facility

Parades, Races, and Walks – organized activities following a set course that involve full or partial temporary right-of way -closure with 10 or more people and/or three or more vehicles in participation.

Public Area –streets, sidewalks, alleys, lanes, walkways, highways, right of way, greenways, plazas, or squares owned or maintained by any governmental entity.

Public Street Festival – are organized events held by restaurants, food service establishment, business, winery and any other for-profit organizations where alcoholic beverages are sold and are regulated under section 22-151 or section 22-152.

Special Event – refers to a sports event, pageant, celebration, historic reenactment, carnival, music festival, and other entertainments, exhibitions, dramatic presentations, fairs, festivals, block parties, parades, or similar activities conducted in public areas which (i) are engaged in by ten (10) or more people and (ii) are not demonstrations. The term Special Event shall be construed to include a Community Event or private organization celebration or sponsored event that is held in or on public areas that may require temporary right-of-way closure.

Temporary Right-of-Way Closures – Closing or restricting vehicle or foot traffic by blocking customary use of any public street or sidewalk for an organized activity, demonstration, or other reason.

REQUIREMENTS

Events categorized as General, Neighborhood, Special, and Parade, Races, and Walks and Demonstrations shall be held only pursuant to a permit issued by the City of Salisbury with the exception of events of fewer than 15 people or which do not occur on the public streets, public property or public conveyances. Any event or demonstration that does not meet the requirements of a permit may be conducted within the requirements set forth in the Salisbury City Code and does not reasonably interfere with other special events or demonstrations scheduled or taking place concurrently. Whenever these regulations specify that a particular use or activity be conducted only pursuant to a permit, such permit is required for the activity or use to be lawful.

The City of Salisbury recognizes a free interchange of ideas is necessary within the larger society. Freedom of expression is vital to our shared goal of a government that is responsive to public need and desire of those to have an effect on how they are governed. Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition.

The right of freedom of expression in Salisbury includes peaceful protests and orderly demonstrations. At the same time, Salisbury has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts or endangers the safety of others. Disruptive conduct is conduct by members of the community that substantially obstructs, impairs, or interferes with the use of public right of ways or the rights and privileges of other citizens. Disruptive conduct includes but is not limited to (1) obstruction, impairment, or interference with city sponsored or authorized activities or facilities in a manner that is likely to or does deprive others of the benefit or enjoyment of the activity or facility and (2) use or threatened use of force against any member of the community or his or her family that substantially and directly bears upon the member's sense of safety. Protests and demonstrations normally are permitted until or unless Salisbury officials determine that free passage has been compromised and/or the rights of others have been significantly infringed.

CHECKLIST

- ☐ Application Fee
- ☐ Site Plan/Map
- ☐ Fire Department Personnel Cost
- ☐ Police Department Personnel Cost
- ☐ Sanitation and Waste Fee
- ☐ Street Department
- ☐ Parks and Recreation
- ☐ Engineering-DOT notifications
- ☐ Rowan County Animal Control
- ☐ Business License
- ☐ Health Department *Tad Helmstetler - tad.helmstetler@rowancountync.gov*
- ☐ ABC License *Jessica Lind - JessicaLind@charlotte.twcbc.com*
- ☐ Public Notification
- ☐ Hold Harmless Agreement
- ☐ Downtown Salisbury Inc. *Paula Bohland - paula@downtownsalisburync.com*
- ☐ Animal Control *Clai Martin - Clai.martin@rowancountync.gov*

APPLICATION FEE SCHEDULE

Event Type	Deadline	Application Fee	Late Fee
Parade	120 Days	\$150	\$100
Race/Walk 5K or Less	120 Days	\$150	\$100
Race/Walk Over 5K	120 Days	\$250	\$100
Special Event	120 Days	\$150	\$100
General Event	120 Days	\$150	\$100
Neighborhood Event	60 Days	\$50	\$25
Demonstration or Picket	30 Days	\$0	\$0
Public Street Festival	120 Days	\$150	\$100
Right-of-Way Closure (for events other than listed above)	60 Days	\$25	\$100

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INSTRUCTIONS

Completed Special Events Permit Applications must be received no later than deadlines noted in the fee schedule prior to the event start date and may be submitted as early as six (6) months prior to the event start date. In general any organized activity involving the use of, or having impact upon public property, street areas or the temporary use of private property in a manner that varies from its current land use, requires a permit.

It is our goal to assist event organizers in planning stage and successful events that create a minimal impact on the communities' residents/businesses surrounding the event.

PARKS AND RECREATION EVENTS

If you plan to hold your event at any of our City owned recreation facilities or City owned Parks, it is the sponsor's responsibility to contact the appropriate division or facility manager within the Salisbury Parks and Recreation Department to coordinate the schedule for your event for the use of the ball fields or shelter rentals. Rules, regulations unique to each site/facility may apply. All other events held in the parks will use this application. For more information please contact the Parks and Recreation Department at (704)638-5291.

PERMIT APPLICATION PROCESS

The permit application process begins when the Sponsor or Organizer submits a completed Events Permit Application and pays the Non-Refundable permit fee. During the initial application screening process you will be allowed time to provide all pending documents (e.g. Liability Insurance, secondary permits, etc.). All information and documentation must be received before we can begin the Permit Application process. Failing to have all documents submitted prior to the deadline will incur a late fee. Upon receipt of your completed Permit Application, a City representative will contact you. Thereafter, this person will serve as your City Liaison and will be your primary point of contact for the processing of your permit. All fees and payments will be paid at the One Stop Shop located at 130 North Main Street, Salisbury, NC 28144

Your City Liaison will distribute, for review, copies of your Permit Application to all City Departments affected by your requested event. You may be contacted individually by these departments only if they have specific questions or concerns about your event.

Note: Keep in mind that acceptance of your Permit Application should in no way be construed as final approval or conformation of your Permit Application. Your application may be amended by the Chief of Police of the City Manager. We strongly recommend that you do not advertise your event before all fees have been satisfied and you have your permit issued.

CANCELLATION POLICY

Should Event Sponsor, for any reason, need to cancel their event they must first notify their City Liaison. The City Liaison must receive the written notice of cancellation no later than 15 days prior to the event. All permit fees are non-refundable. Refunds before the 15 day cancellation period may be refunded due at the discretion of the City Liaison for good cause.

SECTION 1 - CONTACT INFORMATION

This application is to be used for all Special Events. Please complete, in detail, the information below. The application must be turned in **according to the application deadline schedule** prior to the event. Upon receipt of the application, a member of the Salisbury Police Department will contact you for a review of the application and the event schedule. **The application fee will be due at the time the application is returned.** Upon approval of the application, the Salisbury Police Department will issue a permit under the provisions of Sections 22-121 through 22-149 of the Code of the City of Salisbury, North Carolina. NCDOT requires non-governmental entities holding or sponsoring all special events requiring a road, lane, and/or shoulder closure, or repurposing a State Highway System facility for something other than its intended use, except where a county or municipality is regulating the use of the highways in accordance with General Statute §20-169. An applications must be submitted to the appropriate Division Engineer(s) at least **sixty (60) days** prior to the scheduled beginning of the event. The City of Salisbury has no control over the requirements by NCDOT and all sponsor must adhere to any regulation of NCDOT to hold a special event.

HOST ORGANIZATION

Sponsoring Organization: _____

Type of Organization: ☐ Corporation ☐ LLC ☐ Non-Profit/Charitable Event

Website Address: _____

Address: _____

Primary Phone Number: _____ Fax Number: _____

Fax Number: _____ E-Mail Address: _____

EVENT ORGANIZER

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

SECONDARY EVENT ORGANIZER

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

ON-SITE CONTACT

(Contact information of the person that will be on-site and the primary contact on the day of the event)

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

SECTION II - EVENT INFORMATION

EVENT DETAILS

Event Name: _____

Event Description

Event Type	Application Fee	Deadline
<input type="checkbox"/> Parade	= \$150.00	120 Days
<input type="checkbox"/> Footrace/Bike Race Event 5K and under	= \$150.00	120 Days
<input type="checkbox"/> Footrace/Bike Race Event over 5K	= \$250.00	120 Days
<input type="checkbox"/> Walkathon Fundraiser	= \$150.00	120 Days
<input type="checkbox"/> Neighborhood Event	= \$50.00	60 Days
<input type="checkbox"/> Special Event	= \$150.00	120 Days
<input type="checkbox"/> General Event	= \$150.00	120 Days
<input type="checkbox"/> Public Street Festival	= \$150.00	120 Days
<input type="checkbox"/> Parks Use	= \$50.00	120 Days
<input type="checkbox"/> Right-of-Way Closure	= \$25.00	60 Days
<input type="checkbox"/> Picketing	= \$No Charge	30 Days (no late fee)
<input type="checkbox"/> Demonstration	= \$No Charge	30 Days (no late fee)
<input type="checkbox"/> Other _____	= \$150.00	120 Days
<input type="checkbox"/> Late Fee	= _____	up to \$250

Community Event

Are you requesting City Council designate this a Community Event? ☐ Yes ☐ No

You must make application to have your petition heard before City Council 30 days prior to the above listed deadlines. You may submit a petition by visiting the City Clerk's Office.

Date your petition was placed on the City Council Agenda: _____

Is this an annual event? ☐ Yes ☐ No

Is this a multi-day event? ☐ Yes ☐ No if so, how many days? _____

Is there an admission fee? ☐ Yes ☐ No if so, how much? Adult \$_____ Child \$_____

What is the anticipated attendance? Overall _____ Daily _____

Previous year's attendance (if applicable) Overall _____ Daily _____

Event Set-Up Date: _____ Actual Event End Date: _____

Event Set-Up Time: _____ Actual Event End Time: _____

Actual Event Start Date: _____ Event Tear-Down Date: _____

Actual Event Start Time: _____ Event Tear-Down Time: _____

SECTION III - EVENT AND/OR TEMPORARY RIGHT-OF-WAY CLOSURE

The City of Salisbury requires that all affected residents/businesses both on and adjacent to a proposed street closure provide written acceptance of notification. Therefore, this document can serve as a notification for the following proposed street closure. Additional attachments may be included as necessary. A site plan/map must be included in your application.

☐ Attach Site Plan/Map

Name of Person Responsible for Initiating this Notification: _____

Event Title: _____

A temporary street closure has been requested for the following date(s)/time(s) for the street listed.

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

Street Name(s) and Block(s):

☐ Notification Attachments # of pages: _____

SECTION IV - VENUE AND STAGING

STAGING DETAILS

The following items will be used at the event (Please mark all that apply)

- ☐ Amplified Music
- ☐ Live Entertainment
- ☐ Loud Speaker
- ☐ Stage
- ☐ Other _____

CATERING/FOOD VENDOR DETAILS

Event Organizer must obtain health permits from all food handlers. If alcoholic beverages will be sold at the event, and are not provided by a professional caterer, an ABC Permit is required.

Event will include the following (Please mark all that apply):

- ☐ Alcoholic Beverages
- ☐ Pre-Packaged food/Beverages
- ☐ Retail Food Vendors
- ☐ Non-Profit Food/Beverage Vendors
- ☐ Professional Catering

If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Health Certificate.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Event Organizer will need to get a business license from Development Services and attach a copy of the license to the Permit Application. You can apply for the business license at:

Development Services
132 North Main Street
Salisbury NC 28144
(704) 638-5208

☐ Business License Attached to Permit Application

SECTION V - PARKING DETAILS

PARKING DETAILS

Parking cannot impede emergency vehicles and allow no less than 9 feet right of way.

Please describe Public Parking arrangements. (Please indicate location(s) on Site Plan/Map)

Please describe VIP, Event Staff and/or Volunteer Parking arrangements. (Please indicate location(s) on Site Plan/Map)

SHUTTLE SERVICE DETAILS

Will a shuttle service be provided from parking areas to the event site? ☐ Yes ☐ No

If yes, please describe the shuttle plan. (Please indicate pick-up and drop-off location(s) on Site Plan/Map).

If providing a private shuttle service, please provide the following information and attach copies of the company's Business Tax Certificate, Liability Insurance Certificate and Driver's License.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

SECTION VI - SANITATION AND WASTE REMOVAL

RESTROOM FACILITIES

Some events will require the presence of portable restrooms and/or hand washing stations. Use of these items may require the Event Organizer to meet ADA regulations. Please contact a rental company for attendance to restroom ratios. A copy of the rental company's Business Tax Certificate must be attached to the Permit Application.

Will Event Organizer provide portable restroom facilities? ☐ Yes ☐ No

If, so please provide the following information. (Please indicate location(s) on Site/Plan Map)

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

WASTE REMOVAL

Event Organizer is responsible for arranging for the removal of all waste related to the event. This includes, but is not limited to emptying of trash bins and removal of waste from event site or other affected areas. If you are hiring a sanitation company then a copy of the sanitation company's business license must be attached to the permit. If not hiring a professional sanitation company, please provide the following information for the person(s) responsible for waste removal.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

You may choose to use the services of the City of Salisbury Sanitation Division. The cost includes delivery, roll out garbage cans and landfill charges.

Number of Roll Out Garbage Bins _____

At \$8.750 per bin = Total _____

Street Sweeper to clean after Parades or Festivals ☐ \$85.00

☐ Fee Paid _____
Staff Member Signature *Date*

City of Salisbury Sanitation fees must be paid 7 days in advance.

SECTION VII - POLICE AND FIRE

POLICE DEPARTMENT

The applicant is required to hire sworn off-duty City of Salisbury Officers to provide security to ensure public safety. The cost of security is \$25.00 an hour per officer for a minimum of (2) two hours. The applicant must pay for officers in full 7 days prior to the event.

Guidelines for estimating number of officers:

Organized activities with no alcohol sales: 2 officers per 350 estimated participants

Organized activities with alcohol sales: 2 officers per 200 estimated participants

Organized activities that require temporary closure right-of-way: 1 additional officer to above

The Salisbury Police Department has the final say regarding officer staffing needs for event and public safety.

Number of Officers _____

Estimated Hours for event _____

At \$25.00 per/hour = Total _____

☐ Fee Paid _____
City Staff Signature _____ *Date* _____

MEDICAL PLAN

All events are required to have a First Aid Station on-site. Please indicate the location on the Site Plan/Map.

☐ I am requesting the services of the Salisbury Fire Department

☐ Event Organizer will provide an ambulance company (Rowan Rescue/EMS/NuCare) on site for entire event

☐ Event Organizer will provide a medical doctor, registered nurse, and/or EMT staff on site for entire event

If providing an ambulance company, please provide the following information and attach copies of their Business Tax Certificate and Liability Insurance Certificate.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

If hiring a medical doctor, RN and or EMT staff, please provide the following information and attach a copy of their identification credentials.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

FIRE DEPARTMENT

The City of Salisbury requires that medical staff be in place during certain events to ensure safety of the patrons or participants. The cost of medical staff is \$25.00 per medic an hour for a minimum of (2) two hours. The applicant must pay for fire department personnel in full 7 days prior to the event if they chose to use their services. The price includes a firefighter that is also medic, vehicle and medical supplies. The Fire Department liaison will determine the number of medical staff for each event.

Run/Walk Events/Parades/Bike Events/Festivals:

Number of Fire Fighters _____

Estimated Hours for event _____

At \$25.00 per/hour = Total _____

☐ Fee Paid _____
Staff Member Signature
Date

Fire Department Staff are responsible for inspecting all events before they open for business. The Fire Department shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect the site to insure compliance. The applicant must pay Inspection Fees in full 7 days prior to the event.

The Salisbury Fire Department Inspections shall include, but not be limited to the following:

Fees for inspections	Fees must be paid in full 7 days prior to the event
Hot Food Vendors	<input type="checkbox"/> \$25.00
Fire Department access	<input type="checkbox"/> No Charge
Access to hydrants, fire department connections, fire control rooms	<input type="checkbox"/> No Charge
Event egress	<input type="checkbox"/> No Charge

- | | | |
|-------------------------------------|--------------------------------------------------|----------------------------------------------------|
| Rides and displays | <input type="checkbox"/> \$25.00 | |
| Stages | <input type="checkbox"/> \$25.00 | |
| Non-food vendors/Exhibit/trade show | <input type="checkbox"/> \$25.00 | |
| Beer and wine gardens | <input type="checkbox"/> \$25.00 | |
| Pyrotechnics and open flame effects | <input type="checkbox"/> \$200.00 | |
| Tents or canopies | <input type="checkbox"/> 7-day Permit - \$200.00 | <input type="checkbox"/> 21- day permit - \$500.00 |

☐ Fee Paid _____
Staff Member Signature
Date

If you have any questions you can visit or call the Salisbury Fire Department.
 Salisbury Fire Department
 514 East Innes Street
 Salisbury NC 28144
 (704) 638-5351

SECTION VIII - STREET DEPARTMENT/BARRICADES/CONES

In order to ensure the safety of our citizens and patrons and participants of events, it will be necessary to provide barricades and cones to mark or delineate the event sites. The number of barricades/cones for each event will vary and will be determined by the Salisbury Police Department Event Coordinator. All fees must be paid in full 7 days prior to the event.

Payments and fees can be paid at the One Stop Shop, located at 132 N. Main St, Salisbury NC 28144.

- | | |
|----------------------------------------------------------|------------|
| <input type="checkbox"/> 1-5 Barricades and/or Cones | = \$25.00 |
| <input type="checkbox"/> 6-20 Barricades and/or Cones | = \$50.00 |
| <input type="checkbox"/> 21-50 Barricades and or Cones | = \$75.00 |
| <input type="checkbox"/> Over 51 Barricades and or Cones | = \$100.00 |
| <input type="checkbox"/> Fee Paid _____ | |

Staff Member Signature
Date

SECTION IX - SITE MAP/PLAN INSTRUCTIONS

All site plans/maps must be submitted using 8.5" x 11" or 8.5" x 14" white paper. All applicants are required to submit a detailed Site Plan/Map. Site plans/maps must include a directional sign showing N, S, E and W. Site plans/maps must also include a key showing the use of symbols for people, vehicles, and first aid station(S), cooking station(s), food tables, stage(s), platform(s) and barricades. If using a Computer Assisted Generation (CAG) for the site plan/map please ensure the use of Arial Fonts no smaller than size 10.

*NOTE: If you need assistance creating the Site Map/Plan, please contact the One Stop Shop (704) 638-5207 for assistance.

SECTION X - LIVE ANIMALS

ANIMALS

If animals will be present then you will need to contact the Rowan County Animal Control located at the below address:
If any permits are required as it pertains to live animals, please attach the permit to the application.

Rowan County Animal Control
1465 Julian Road
Salisbury, NC, 28146
(704) 216-7768

Permit Required: ☐ Yes ☐ NO

Contact Name

Date

SECTION XI – ORDINANCE, RULES, AND FEES

City Ordinance reviewed by applicant: ☐ Yes ☐ NO

By signing this permit application, I acknowledge that I understand the ordinance and enumerated rules and regulations pertaining to demonstration, organized activities, and public street festival permits that are related to this application. I agree that I must pay all fee and costs to the City of Salisbury in full as applicable. All fees and costs are paid at One Stop Shop, 132 N. Main St. Salisbury, NC 28144.

Fee totals:

Application Fee: _____

Late Fee (if applicable): _____

Total Fire Department Fees: _____

Sanitation Fees: _____

Police Department Fees: _____

Streets Department Fees: _____

Sum of Fees and costs due the City of Salisbury: _____

Signature of Permit Applicant

Date

SECTION XII - HOLD HARMLESS AGREEMENT

STATE OF NORTH CAROLINA
COUNTY OF ROWAN

Host organization and/or Event Organizer agree, in consideration of the granting of this Application and Special Event Permit for:

_____ to be held on _____
Event Name *Event Date(s)*

By _____ of _____
Event Organizer/Primary Applicant *Host Organization*

Host Organization and/or Event Organizer(s) agree to defend, indemnify and hold harmless the City of Salisbury and the City of Salisbury employees, officers, managers, agents, council members, and volunteers harmless from any and all losses, damages, claims for damage, liability, lawsuits, judgment expense and cost(s) arising from any injury or death to any person or damage to any property including all reasonable cost for investigation and defense thereof (including, but not limited to attorney fee, costs and expert fees arising out of the attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death or damages may occur.

Host Organization and/or Event Organization agree to provide satisfactory evidence of, and shall thereafter maintain during the specified special event, such insurance policies and coverage's in the types, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

_____ *Print Name* _____ *Title*

_____ *Signature* _____ *Date*